

How to add additional rows to SECTION C: INTERVENTION PLAN of the FFY 2015 SNAP-Ed One-Year Work Plan

STEP 1: Determine where you would like to add additional rows. *In this example, we will be inserting additional rows after Activity A.1.4.*
Place your cursor in either of the spots indicated by the red arrow in the screen shot below.

Intervention Category: *A. Nutrition Education*

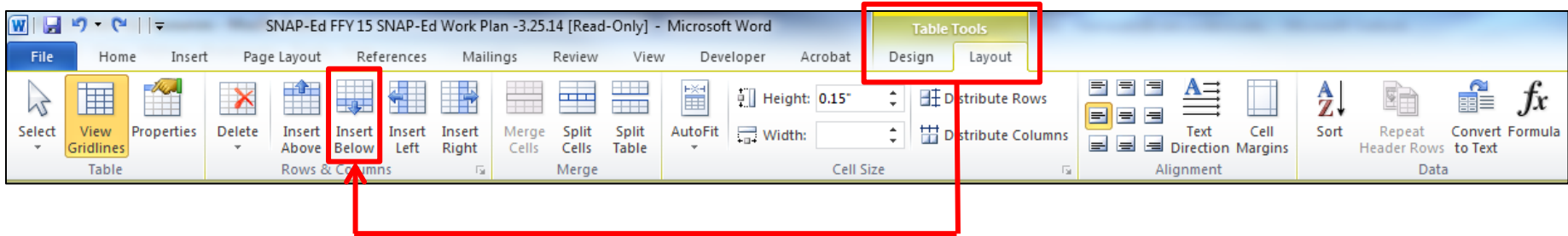
State Objective(s) (check all that apply):
☐ Obj. 1 Healthy Foods ☐ Obj. 2 Healthy Beverages ☐ Obj. 3 Physical Activity ☐ Obj. 4 Env. Supports ☐ Obj. 5 Food Security

Local Objective 1:

Activity	Activity Description	Responsible SNAP-Ed Agency(ies)	Subcontractors	Time Frame	Documentation
A.1.1.		<input type="checkbox"/> CWD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> LHD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> AAA	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> FE	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> UCCE	<input type="text" value="[Insert Subcontractor]"/>		
A.1.2.		<input type="checkbox"/> CWD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> LHD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> AAA	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> FE	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> UCCE	<input type="text" value="[Insert Subcontractor]"/>		
A.1.3.		<input type="checkbox"/> CWD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> LHD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> AAA	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> FE	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> UCCE	<input type="text" value="[Insert Subcontractor]"/>		
A.1.4.		<input type="checkbox"/> CWD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> LHD	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> AAA	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> FE	<input type="text" value="[Insert Subcontractor]"/>		
		<input type="checkbox"/> UCCE	<input type="text" value="[Insert Subcontractor]"/>		

Click in either of these spots to place your text cursor here

STEP 2: Click on Table Tools > Layout > Insert Below



STEP 3: An additional row has been added below Activity A.1.4. and is highlighted in yellow (below) for informational purposes.

A.1.4.		<input type="checkbox"/> UCCE	[Insert Subcontractor]		
		<input type="checkbox"/> CWD	[Insert Subcontractor]		
		<input type="checkbox"/> LHD	[Insert Subcontractor]		
		<input type="checkbox"/> AAA	[Insert Subcontractor]		
		<input type="checkbox"/> FE	[Insert Subcontractor]		
		<input type="checkbox"/> UCCE	[Insert Subcontractor]		

STEP 4: Copy the information from the “Responsible SNAP-Ed Agency(ies)” and “Subcontractors” columns and paste into the new row.

A.1.4.		<input type="checkbox"/> CWD	[Insert Subcontractor]		
		<input type="checkbox"/> LHD	[Insert Subcontractor]		
		<input type="checkbox"/> AAA	[Insert Subcontractor]		
		<input type="checkbox"/> FE	[Insert Subcontractor]		
		<input type="checkbox"/> UCCE	[Insert Subcontractor]		
		<input type="checkbox"/> CWD	[Insert Subcontractor]		
		<input type="checkbox"/> LHD	[Insert Subcontractor]		
		<input type="checkbox"/> AAA	[Insert Subcontractor]		
		<input type="checkbox"/> FE	[Insert Subcontractor]		
		<input type="checkbox"/> UCCE	[Insert Subcontractor]		

STEP 5: The cells need to be formatted and merged prior to inserting your activities. An example of how to format and merge the cells has been provided in the screen shot below.

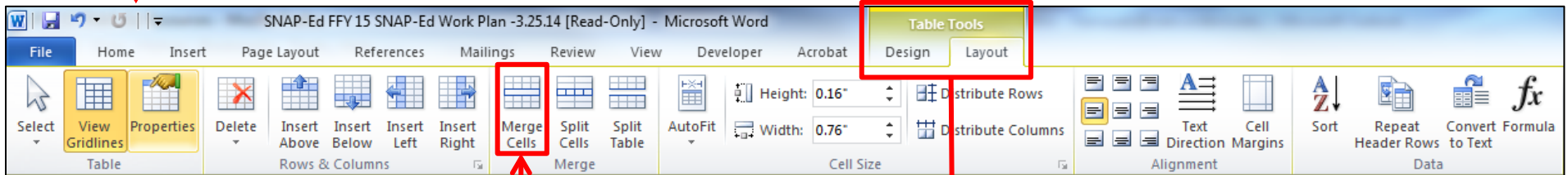
STEP 5.A.

Highlight the cells you want to merge.

		<input type="checkbox"/> CWD	[Insert Subcontractor]		
		<input type="checkbox"/> LHD	[Insert Subcontractor]		
		<input type="checkbox"/> AAA	[Insert Subcontractor]		
		<input type="checkbox"/> FE	[Insert Subcontractor]		
		<input type="checkbox"/> UCCE	[Insert Subcontractor]		

STEP 5.B.

Click on Table Tools > Layout > Merge Cells



STEP 5.C.

The highlighted rows have merged into one cell. Repeat Steps 5.A. and 5.B. for the other columns (Activity Description, Time Frame, Documentation).

		<input type="checkbox"/> CWD	[Insert Subcontractor]		
		<input type="checkbox"/> LHD	[Insert Subcontractor]		
		<input type="checkbox"/> AAA	[Insert Subcontractor]		
		<input type="checkbox"/> FE	[Insert Subcontractor]		
		<input type="checkbox"/> UCCE	[Insert Subcontractor]		